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Approved For Release 2003/03/10 : CIA-RDP81-00728R000100050038-8

3 December 1946

CENTRAL INTELLIGENCE GROUP

C. I. A ADAINTSTRATIVE

LEPIO L CARE AND MOSPIT LIZATION FOR INJURIES SUSTAINED IN LIME OF LUTY

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#### 1. Application:

This instruction is applicable to all civilian employees of the Central Intelligence Group.

## 2. Authority:

- Government who sustain an injury while in the performence of duty are entitled to medical, surgical and beamital service by the Government in accordance with the provisions of the United States Employees Compensation Act of 7 September 1916, as amended.
- b. Treatment for such an injury must be obtained from United States Government medical officers and hospitals if practicable; if these are not available, then by physicians and hespitals designated by the Bureau of Employees Compensation, Federal Security Agency.

## 3. Report of Indury:

- Any injury sustained by an employee should be reported to his immediate supervisor within 43 hours on Form CA-1, Employee's Notice of Injury, etc., etc. This form, together with the supervisor's report prepared on Form CA-2, Official Superior's Report of Injury, will be submitted to the Office of General Counsel, to be filed for reference in the event of a future claim for benefits.
- $\underline{b}$ . It is important that a report of injury be made in the specified time, inasmuch as failure to do so may result in disallowance of an employee's claim for compensation benefits.

#### 4. Treatment:

a. Any employee who sustains an injury should report to the Emergency Room, 1276 Que Building, for Approved For Release 2003/03/10 in C/ArRPP81-00728R000100050038-8

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BENUTEERED PER CIA GEHERAL ORDER

## Approved For Release 2003/03/16<sup>2</sup>-CIA-RDP81-00728R000100050038-8

- b. If the Que Building Emergency Room is closed, treatment may be obtained at the U. S. Public Health Service Dispensory, Railroad Retirement Building, 4th Street between C.and D Streets, S. W., which is open from 8:30 A.M. to 5 F.M., Monday through Friday.
- c. In the case of injury at a time when neither the Que Building Emergency Room not the U.S. Fublic Health Service Dispensary is open, treatment should be obtained at Providence Hospital, 2nd and D Streets, G. E. Trinidad 2000. Providence Hospital is the only hospital in the District of Columbia designated by the Europa of Employees: Compensation for treatment of injuries sustained in line of duty, and it should only be used if the two aforementioned medical facilities are closed.
- d. Civilian employees who are injured in the performance of duty while in the United States but away from Washington, D. C. should secure treatment at the nearest facility (United States Government, if available). The employee in such a case will immediately notify his super or in Washington, who will contact the Office of General Counsel. Arrangements will then be made with the Bureau of Employees' Compensation to place the injured employee in a United States Government hospital or a private hospital designated by the Bureau of Employees' Compensation, if the employee requires further treatment and is not in such a hospital.
- e. Civilian employees who are stationed at overseas posts and are injured should secure treatment at
  the nearest facility (United States Government, if
  available). If such an employee is injured or becomes
  sick while in the performance of duty, the Chief of
  Mission shall make such arrangements for the patient's
  medical and hospital care as are necessary and appropriate.

#### 5. Claims for Compensation:

a. If an injury results in the incapacitation of an Apployed For Redease 2003/03/10 mC/A-RDF%1-00728R000109050038-8

complete disability and medical services or hospital-

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ization is required, or time and/or wages are lost, a claim for compensation benefits may be filed on Form CA-L, Claim for Compensation on Account of Injury.

- <u>b</u>. The above-mentioned compensation forms may be obtained from the Office of General Counsel, Administration Building, and said office will act as liaison with the Bureau of Employees' Compensation, Federal Security Agency.
- c. If security considerations are involved in an injury or death case, the matter should be referred immediately to the Office of General Counsel.

  Cosh office will assist in the preparation and will forward the claim in accordance with special arrangements between CTG and the Bureau of Employees' Compensation whereby such cases may be handled with a high degree of security.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Deputy Executive for Personnel and Administration

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CENTRAL INTELLIGENCE GROUP

C. A. A ADMINISTRATIVE

Approved For Release 2003/03/10 : dlAPRDP81-00728R000100050038-8

MEDICAL CARE AND HOSPIT LIZATION FOR INJURIES SUSTAINED IN LINE OF DUTY

1. Application:

This instruction is applicable to all civilian employees of the Central Intelligence

# 2. Authority:

Government who sustain an injury while in the performance of duty are entitled to medical, surgical and hospital service by the Government in accordance with the provisions of the United States Employees Compensation Act of 7 September 1916, as amended.

b. Treatment for such an injury must be obtained from United States Government medical officers and hospitals if practicable; if these are not available, then by physicians and hospitals designated by the Bureau of Employees Compensation, Federal Security Agency.

# 3. Report of Injury:

a. Any injury sustained by an employee should be reported to his immediate supervisor within 48 hours on Form CA-1, Employee's Notice of Injury, etc., etc. This form, together with the supervisor's report prepared on Form CA-2, Official Superior's Report of Injury, will be submitted to the Office of General Counsel, to be filed for reference in the event of a future claim for benefits.

<u>b.</u> It is important that a report of injury be made in the specified time, inasmuch as failure to do so may result in disallowance of an employee's claim for compensation benefits.

## 4. Treatment:

a. Any employee who sustains an injury should report to the Emergency Room, 1276 Que Building,

for a preliminary examination of the RDP81-007281000100050028-8t-

ment.

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- b. If the Que Building Emergency Room is closed, Approved For Release 2003/03/10: CIA-RDP81-00728R000100050038-8 treatment may be obtained at the U.S. Fublic Health Service Dispensary, Railroad Retirement Building, Lith Street between C. and D Streets, S. W., which is open from 8:30 A.M. to 5 F.M., Monday through Friday.
  - c. In the case of injury at a time when neither the Que Building Emergency Room not the U. S. Public Health Service Dispensary is open, treatment should be elitained at Previdence Hospital, 2nd and D Streets, U. M.: Tribuidad 2000. Providence Hospital is the only hospital in the District of Columbia designated by the Europa of Amployees: Corpensation for treatment of injuries sustained in line of duty, and it should only be used if the two aforementioned medical facilities are closed.
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    the nearest facility (United States Government, if
    available). If such an employee is injured or becomes
    sic: while in the performance of duty, the Chief of
    Mission shall make such arrangements for the patient's
    medical and hospital care as are necessary and appropriate.

## 5. Claims for Compensation:

 $\underline{a}$ . If an injury results in the incapacitation of an employee for a period of time, and/or partial or

ization is required, or time and/or wages are lost, a claim for compensation benefits may be filed on Form CA-4, Claim for Compensation on Account of Injury.

- b. The above-mentioned compensation forms may be obtained from the Office of General Counsel, Administration Building, and said office will act as liaison with the Bureau of Employees' Compensation, Federal Security Agency.
- c. If security considerations are involved in to injury or death ease, the matter should be referred immediately to the Office of General Counsel.

  Such office well essiab in the preparation and will forward the claim in accordance with special arrangements between GM and the Bureau of Employees! Compensation whereby such cases may be handled with a high degree of security.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Deputy Executive for Personnel and Administration

## Approved For Release 2003/03/10 : CIA-RDP81-00728R000100050038-8

TOP SECRET

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CEMTRAL INTELLIGENCE GROUP INTER-OFFICE ROUTING SLIP (Revised 10 Sept 1946)

STATINTL

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| FROM                                    |            |  |                          | ТО       | INITIALS       | DATE  |  |
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# CENTRAL INTELLIGENCE GROUP INTER-OFFICE ROUTING SLIP (Revised 10 Sept 1946)

| FROM  |  | то           | INITIALS | DATE     |  |  |
|---|--|--------------|----------|----------|--|--|
|   | DIRECTOR OF CENTRAL INTELLIGENCE           |              |          |          |  |  |
|   | EXECUTIVE TO THE DIRECTOR                  |              |          |          |  |  |
|   | SECRETARY TO THE DIRECTOR                  |              |          |          |  |  |
|   | EXECUTIVE OFFICE: ASST. EXECUTIVE DIRECTOR | х            |          |          |  |  |
|   | ADVISORY COUNCIL                           |              |          |          |  |  |
| x   | EXECUTIVE FOR PERSONNEL & ADMINISTRATION   |              | W.W.     | 11/29/46 |  |  |
|   | CENTRAL RECORDS                            |              |          |          |  |  |
|   | SECRETARY, NIA                             |              |          |          |  |  |
|   | CHIEF, INTERDEPARTMENTAL STAFF             |              |          |          |  |  |
|   | ASST. DIRECTOR, SPECIAL OPERATIONS         |              |          |          |  |  |
|   | ASST. DIRECTOR, RESEARCH & EVALUATION      |              |          |          |  |  |
|   | ASST. DIRECTOR, COLLECTION & DISSEMINATION |              |          |          |  |  |
|   | CHIEF, SECURITY BRANCH                     |              |          |          |  |  |
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|   | APPROVALINFORMATION                        | DIRECT REPLY |          |          |  |  |
| ACTIONRETURN  |  |              | COMMENT  |          |  |  |
| RECOMMENDATIONPREPARATION OF REPLY  |  | _            | FILE     |          |  |  |
| SIGNATURECONCURRENCE  |  |              | DISPATCH |          |  |  |
| REMARKS: The Executive for Personnel and Administration concurs in the attached proposed Admin. Order, Subject: "Nedical Care and Hospitalization for Injuries Sustained in Line of Duty". Request your approval.  TOP SECRET SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED |  |              |          |          |  |  |
|   |  |              |          |          |  |  |

Approved For Release 2003/03/10: CIA-RDP81-00728R000100050038-8

26 November 1946

MEMORANDUM FOR THE EXECUTIVE FOR PERSONNEL AND ADMINISTRACION

Subject:

Proposed Administrative Order Concerning Medical

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Care and Hospitalization

Enclosure:

a. Proposed Administrative Order Concerning Hedical Care and Hospitalization Available For

Civilian Employees

Inclosed is a proposed Administrative Order setting forth medical care and hospitalization available for civilian employees who are injured while in the performance of their duties. The procedures to be followed are set forth in detail.

2. Reference is made to the momorandum to this office dated 20 November 1946, signed by draft of this Order. \_\_\_\_ returning the suggestion that the Order should include a provision for illness as well as injury or death was discussed by the undersigned with

It was explained that the Compensation Act, as worded, covers
only injury or death. By interpretation, the term "injury" includes illness contracted as a result of overseas service where the illness could be considered an occupational hazard. On the basis of this explanation, agreed that it was not necessary to include provision for illness in this Order.

3. In view of the numerous locations at which civilian employees could report in the United States for medical treatment, such places are not listed in the Order. However, you will note that paragraph 4 d provides that civilian employees who are injured in the performance of duty while in the United States but away from Washington, D. C. should secure treatment at the nearest facility. The employee in such a case should immediately notify his superior in Washington, who would contact this office. Arrangements could be made with the Bureau of Employees! Compensation to place the injured employee in a Government hospital or a private hospital designated by the Bureau.

Executive for P & A

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26 November 1946

4. In the opinion of this office, the proposed Order is ready to be published. Since the SO Directive on this subject and other related SO Directives refer to this Order, it would be helpful if the proposed Order could be issued at an early date. A tentative classification of RESTRICTED was placed on this Order. If it is felt that no classification is required, this office will have no objection.

JOHN S. WARNER
Assistant Ceneral Counsel

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Approved For Release 2003/03/10 : CIA-RDP81-00728R000100050038-8

3 dicember 1946

## CENTRAL INTELLIGENCE GROUP

C.I.G. ADMINISTRATIVE ORDER

MEDICAL CARE AND HOSPITALIZATION FOR INJURIES SUSTAINED IN LINE OF DUTY

25X1A

## 1. Application:

This instruction is applicable to all civilian employees of the Central Intelligence Group.

## 2. Authority:

- a. All civilian employees of the United States Government who sustain an injury while in the performance of duty are entitled to medical, surgical and hospital service by the Government in accordance with the provisions of the United States Employees Compensation Act of 7 September 1916, as amended.
- b. Treatment for such an injury must be obtained from United States Government medical officers and hospitals if practicable; if these are not available, then by physicians and hospitals designated by the Pureau of Employees Compensation, Federal Security Agency.

## 3. Report of Injury:

- a. Any injury sustained by an employee should be reported to his immediate supervisor within 48 hours on Form CA-1, Employee's Notice of Injury, etc., etc. This form, together with the supervisor's report prepared on Form CA-2, Official Superior's Report of Injury, will be submitted to the Office of General Counsel, to be filed for reference in the event of a future claim for benefits.
- b. It is important that a report of injury by made in the specified time, inasmuch as failure to do so may result in disallowance of an employee's claim for compensation benefits.

#### 4. Treatment:

a. Any employee who sustains an injury should report to the Emergency Room, 1276 Que Building, for a preliminary examination and/or first aid treatment.

- b. If the Quo Building mergency Room is closed, treatment may be obtained at the U. S. Public Health Service Dispensary, Railroad Retirement Building, 4th Street between C and D Streets, S. W., which is open from 8:30 A.M. to 5 P.M., Honday through Friday.
- c. In the case of injury at a time when neither the Cuc Building Emergency Room nor the U. S. Public Health Service Dispensary is open, treatment should be obtained at Providence Hospital, 2nd and D Streets, S. E., Trinidad 2000. Providence Hospital is the only hospital in the District of Columbia designated by the Bureau of Employees' Compensation for treatment of injuries sustained in line of duty, and it should only be used if the two aforementioned medical facilities are closed.
- d. Civilian employees who are injured in the performance of duty while in the United States but away from Washington, D. C. should secure treatment at the nearest facility (United States Government, if available). The employee in such a case will immediately notify his superior in Mashington, who will contact the Office of General Counsel. Arrangements will then be made with the Bureau of Employees' Compensation to place the injured employee in a United States Government hospital or a private hospital designated by the Eureau of Employees' Compensation, if the employee requires further treatment and is not in such a hospital.
- e. Civilian employees who are stationed at overseas posts and are injured should secure treatment at the nearest facility (United States Government, if available). If such an employee is injured or becomes sick while in the performance of duty, the Chief of Mission shall make such arrangements for the patient's medical and hospital care as are necessary and appropriate.

## 5. Claims for Compensation:

a. If an injury results in the incapacitation of an employee for a period of time, and/or partial or complete disability and medical services or hospitalization is required, or time and/or wages are lost, a claim for compensation benefits may be filed on Form CA-4, Claim for Compensation on Account of Injury.

- b. The above-mentioned compensation forms may be obtained from the Office of General Counsel, Administration Building, and said office will act as liaison with the Eureau of Employees! Compensation, Poderal Security Agency.
- c. If security considerations are involved in an injury or death case, the matter should be referred immediately to the Office of General Counsel. Such office will assist in the preparation and will forward the claim in accordance with special arrangements between CIC and the Bureau of Employees' Compensation whereby such cases may be handled with a high degree of security.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

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Executive for Personnol and Administration

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## 3 Decembaproyed For Release 2003/03/10 : CIA-RDP81-00728R000100050038-8

#### CENTRAL INTELLIGENCE GROUP

C. I. G. ADMINISTRATIVE ORDER

\_\_\_\_\_ 25X1A

MEDICAL CARE AND HOSPITALIZATION FOR INJURIES SUSTAINED IN LINE OF DUTY

## 1. Application:

This instruction is applicable to all civilian employees of the Central Intelligence Group.

## 2. Authority:

- Government who sustain an injury while in the performance of duty are entitled to medical, surgical and bospital service by the Government in accordance with the provisions of the United States Employees Compensation Act of 7 September 1916, as amended.
- b. Treatment for such an injury must be obtained from United States Government medical officers and hospitals if practicable; if these are not available, then by physicians and hospitals designated by the Bureau of Employees Compensation, Federal Security Agency.

# 3 Report of Injury:

- Any injury sustained by an employee should be reported to his immed ate supervisor within 40 hours on Form CA-1, Employee's Notice of Injury, etc., etc. This form, together with the supervisor's report prepared on Form CA-2, Official Superior's Report of Injury, will be submitted to the Office of General Counsel, to be filed for reference in the event of a future claim for benefits.
- <u>b</u>. It is important that a report of injury be made in the specified time, inasmuch as failure to do so may result in disallowance of an employee's claim for compensation benefits.

#### 4. Treatment:

a. Any employee who sustains an injury should report to the Emergency Room, 1276 Que Building,

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- b. If the Que Building Emergency Room is closed, treatment may be obtained at the U. S. Public Health Service Dispensary, Railroad Retirement Building, 4th Street between C. and D Streets, S. W., which is open from 8:30 A.M. to 5 F.M., Monday through Friday.
- c. In the case of injury at a time when neither the Que Building Emergency Room not the U. S. Public Health Service Dispensary is open, treatment should be obtained at Previdence Hospital, 2nd and D Streets, Co. E., Trinidad 2000. Providence Hospital is the only hospital in the District of Columbia designated by the Bureau of Employees: Compensation for treatment of injuries systemaed in line of duty, and it should only be used if the two aforementioned medical facilities are closed.
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#### 5. Claims for Compensation:

a. If an injury results in the incapacitation of Approved For Release 2003/03/10: CIA-RDP81-00728R000100050038-8

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#### Approved For Release 2003/03/10: 3A-RDP81-00728R000100050038-8

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| OR | ThE | DIRECTOR | OF CENT | RAL | INTELLIGENCE:   | •     |
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Approved For Release 2003/03/10 : CIA-RDP81-00728R000100050038-8

CENTRAL INTELLIGENCE GROUP

C. I. G ADLEVISTRATIVE ORDER

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## 1. Application:

This instruction is applicable to all civilian employees of the Central Intelligence Group.

### 2. Authority:

- Government who sustain an injury while in the performance of duty are entitled to medical, surgical and beometral service by the Government in accordance with the provisions of the United States Employees Compensation Act of 7 September 1916, as ahended.
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## 5. Claims for Compensation:

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| FOR | THE | DIRECTOR | R OF | CEMTRAI | INTELLIC  | BENCE:        |
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CENTRAL INTELLIGENCE GROUP

C. I. G. ADMINISTRATIVE ORDER

LEDICAL CARE AND HOSPITALIZATION FOR INJURIES SUCTUMED IN LINE OF DUTY

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Approved For Release 2003/03/10: CIA-RDP81-00728R000100050038-8 b. If the Que Building Emergency Room is closed,

treatment may be obtained at the U.S. Public Health Service Dispensary, Railroad Retirement Building, 4th Street between C.and D Streets, S. W., which is open from 8:30 A.M. to 5 F.M., Monday through Friday.

- c. In the case of injury at a time when neither the Que Building Emergency Room not the U. S. Public Health Service Dispensary is open, treatment should be obtained at Providence Hospital, 2nd and D Streets, C. E., Trinidad 2000. Frovidence Hospital is the only hospital in the District of Columbia designated by the Europa of Employees: Compensation for treatment of injuries sustained in line of duty, and it should only be used if the two aforementioned medical facilities are closed.
- d. Civilian employees who are injured in the performance of duty while in the United States but away from Washington, D. C. should secure treatment at the nearest facility (United States Government, if available). The employee in such a case will immediately notify his superfor in Washington, who will contact the Office of General Counsel. Arrangements will then be made with the Bureau of Employees' Compensation to place the injured employee in a United States Government hospital or a private hospital designated by the Bureau of Employees' Compensation, if the employee requires further treatment and is not in such a hospital.
- e. Civilian employees who are stationed at overseas posts and are injured should secure treatment at
  the nearest facility (United States Government, if
  available). If such an employee is injured or becomes
  sick while in the performance of duty, the Chief of
  Mission shall make such arrangements for the patient's
  medical and hospital care as are necessary and appropriate.

#### 5. Claims for Compensation:

a. If an injury results in the incapacitation of an employee for a period of time, and/or partial or Approved For Release 2003/03/10: CIA-RDP81-00728R000100050038-8 complete disability and medical services or hospital—

and and the

Approved For Release 2003/03/10 CIA-RDP81-00728R000100050038-8 ization is required, or time and/or wages are lost, a claim for compensation benefits may be filed on Form CA-4, Claim for Compensation on Account of Injury.

b. The above-mentioned compensation forms may be obtained from the Office of General Counsel, Administration Building, and said office will act as liaison with the Bureau of Employees' Compensation, Federal Security Agency.

c. If security considerations are involved in an injury or death case, the matter should be referred immediately to the Office of General Counsel. Such office will assist in the preparation and will forward the claim in accordance with special arrangements between CTG and the Bureau of Employees' Compensation whereby such cases may be handled with a high degree of security.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Deputy Executive for Personnel and Administration

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